



# RECRUITMENT PACK

## DEAR APPLICANT,

Thank you for your interest in Ossett Academy and Sixth Form College. We hope that the information contained within this pack will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

The Academy is an 11-19 Academy with over 1,670 students including 300 students in the Sixth Form. We maintain high standards across all aspects of Academy life with high academic attainment and an explosion of extra-curricular opportunity and talent. As a result of these factors and the strong reputation that the Academy has, we are currently significantly over-subscribed.

Most recently the Academy took the decision to form a Multi Academy Trust (MAT) with a local secondary Academy and two Primary Schools. Our move to become a strategic partner within the Accord Multi Academy Trust is exciting. Our vision is that Accord develops our knowledge of learning from primary to secondary so that students have access to an even better range of opportunities in order to achieve excellence. Equally, there are also extended opportunities for staff to work in collaboration and to gain from an enhanced offer of Continued Professional Development linked to the most relevant career stage pathway. The Accord Multi Academy Trust is different in that there is no lead school; it is truly a partnership between like-minded institutions.

Partnership and collaboration is a key feature of our work. Ossett Academy and Sixth Form College is also one of nine schools that form Education Ossett Community Trust (EOCT), an educational trust which provides a broad range of opportunities and experiences for children and young people of ages 11-19 in the town of Ossett.

The development of our community is an extremely important feature of our work, and a key priority is to ensure that we have very positive relationships with parents and carers in order to fully support the learning of all young people.

As Principal, the things that are distinctive about the Academy in my view are the incredibly high expectations of all students and staff, the balance of traditional values set against those of modern society, the vast array of enrichment opportunities and the overwhelmingly positive approach and ethos.

It is a real privilege to work with and lead such a talented body of students and staff here at Ossett Academy and Sixth Form College and if you feel that you have the vision, drive and energy to support and contribute to the Academy's further continued improvement, then we would like to hear from you.

Yours sincerely,



**Alan Warboys**  
Principal



# AIMS OF THE ACADEMY

To be a dynamic learning community that promotes enjoyment, opportunities and friendship.

To promote excellence by inspiring students to realise their full potential, achieve high standards and have the courage to accept new challenges.

To maintain a safe, caring and healthy environment for all which creates hopes, dreams and aspirations.

To develop life-long learners with the skills and determination to succeed in an ever changing technological world.

To develop self-awareness and tolerance towards others with different cultures and beliefs.

To create responsible members of a local, national and international community who promote equality and respect and understand the value of our environment and its future.



# CONTEXTUAL INFORMATION

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- The Academy is much larger than the average-sized secondary school and is heavily oversubscribed.
- The proportion of students supported through the pupil premium is below the national average.
- The proportion of disabled students and those who have special educational needs supported at school action is above average. The proportion supported at school action plus or with a statement of special educational needs is well below average.



OSSETT ACADEMY'S

# STRATEGIC PLAN FOR SUCCESS

*'Securing success for our students, our community and our academy'*

## SUCCESSFUL STUDENTS ARE:

- Caring, courageous and courteous
- Resilient
- Engaged
- Independent
- Aspirational
- Responsible
- Believers in their own abilities and potential.

## SUCCESSFUL STAFF ARE:

- Setters of the highest standards
- Consistent appliers of the highest standards
- Inclusive
- Collaborative
- Experts in their own areas
- Empowered learners
- Resilient

## SUCCESSFUL LEADERS ARE:

- Aspirational
- Inspirational
- Positive
- Principled
- Purposeful
- Relentlessly in pursuit of success for all
- Challengers
- Supporters
- Resilient

# YEAR 1 KEY PRIORITIES TO SUCCESS FOR 2016-2017

KEY PRIORITY 1:	KEY PRIORITY 2:	KEY PRIORITY 3:	KEY PRIORITY 4:	KEY PRIORITY 5:
<p><b>‘Achieving Success’</b></p> <p>All pupils (including identified groups) across all key stages secure at least good outcomes regardless of their context.</p> <p><i>Focusing upon...</i></p> <ul style="list-style-type: none"> <li>Continuing to focus on the outcomes of key groups of students including: disadvantaged; the most able; SEND without a statement and boys.</li> <li>Continuing to enhance and improve the provision at post 16.</li> </ul>	<p><b>‘Securing Success’</b></p> <p>Teaching, learning and assessment are all highly developed and lead to at least good outcomes and progress for all pupils across all key stages.</p> <p><i>Focusing upon...</i></p> <ul style="list-style-type: none"> <li>Assessment, marking, feedback and the use of data in planning effective learning across all key stages.</li> <li>Stretch and challenge for all learners key stages.</li> </ul>	<p><b>‘Developing Success’</b></p> <p>All colleagues are supported to develop their practice and pedagogy through continuous and collaborative high quality professional development and partnerships.</p> <p><i>Focusing upon...</i></p> <ul style="list-style-type: none"> <li>Developing the very best teaching, paying particular attention to assessment, marking, feedback and the use of data in planning effective learning.</li> <li>Developing coaching as a model for sustained and lasting improvement for teachers.</li> <li>Providing on-going and bespoke leadership development for all leaders in the academy</li> </ul>	<p><b>‘Standards for Success’</b></p> <p>All students maintain the highest standards for success across all aspects of academy life.</p> <p><i>Focusing upon...</i></p> <ul style="list-style-type: none"> <li>Continuing to focus on rewards and positive recognition of students.</li> <li>Continuing to improve attendance.</li> <li>Ensuring high standards of behaviour are consistent across the academy.</li> <li>Creating engaging spaces and learning environments for students.</li> </ul>	<p><b>‘Supporting Success’</b></p> <p>All students are supported to live balanced, healthy lives that are rich with both academic and extra-curricular opportunities.</p> <p><i>Focusing upon...</i></p> <ul style="list-style-type: none"> <li>Targeting highly effective pastoral and academic interventions.</li> <li>Increasing parental engagement and support.</li> <li>Supporting students to develop spiritually, morally, socially and culturally through effective form learning and assemblies.</li> <li>Encouraging the participation of students in a variety of enrichment opportunities.</li> <li>Developing student leadership to enable students to become leaders of their own learning.</li> </ul>



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*“Year 6 students, soon to be  
Ossett year 7 students, should  
look forward to coming up  
and immediately feeling part  
of the Ossett family.”*

LYDIA JACKSON  
STUDENT



# ACADEMIC EXCELLENCE

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Ossett Academy is a dynamic community that promotes enjoyment in learning and extensive opportunities for young people in a warm and friendly environment. Our students consistently achieve strong results at both GCSE and A Level. When compared with other schools, we are consistently performing amongst the highest in the country on a number of measures, a fact that we are incredibly proud of. This academic excellence does not happen by accident; it is as a result of the highest expectations of all our students and staff. We work in partnership with students and parents/carers to ensure the very best academic achievements for all our students. We encourage students to have a love for learning. We believe we provide students with the right skills, aptitudes and an appetite for learning that will last for a lifetime.

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*“A real strength here  
is the breadth of  
opportunities and  
experiences that we  
offer to students.”*

MICHAELA SILL  
ASSISTANT PRINCIPAL





# GCSE RESULTS

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	2014	2015
% of students achieving at least 5 GCSEs (or equivalent) A* - C including English & Mathematics	76%	77%
% of students achieving at least 5 GCSEs A*- C	82%	82%
% of students achieving at least 5 GCSEs A*- G	93%	92%
% of students achieving the EBacc	34%	31%

SUBJECT	3 + LEVELS OF PROGRESS		4 + LEVELS OF PROGRESS	
	2014	2015	2014	2015
ENGLISH	87%	76%	43%	35%
MATHEMATICS	81%	86%	36%	37%

## LEGACY HEADLINE MEASURES AT KEY STAGE 4

### 2016 GCSE OUTCOMES

- In 2016 78.4% of students gained a L2 pass in both English and Mathematics

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# A LEVEL RESULTS

	2014	2015	2016
APS per student	705.2	755.4	742.4
A* - E A level & equivalent	90.3%	100%	100%
A* - B A level & equivalent	68.4%	54%	52%

# ADVERT

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## **Associate Teacher**

**Scale 5, £15,575 - £17,081 (actual salary)**

**32.5 hours per week, term time only + 5 Inset Days**

Ossett Academy & 6th Form College are seeking to appoint to the role of Associate Teacher.

The successful candidate will be qualified to degree level in a subject area of relevance to the curriculum at the Academy. The role would be an ideal opportunity for someone looking to gain teaching experience and/or move onto an unqualified teacher role.

The Academy are looking for an enthusiastic individual with the creativity and passion for education to utilise their specialist skills and knowledge to support and enrich the learning and progress of students in subject areas through 1 to 1 work, subject interventions or working with small groups. There will also be a requirement to provide cover for absent teaching colleagues.

If you would like further information regarding the role or to arrange a visit to the Academy please contact the HR department on 01924 232820.

The application form is available at [www.ossettacademy.co.uk](http://www.ossettacademy.co.uk)

Please return your application form to the HR Department at Ossett Academy & 6th Form College either by post or email to [hr@ossettacademy.co.uk](mailto:hr@ossettacademy.co.uk)

Closing date for applications is **Friday 02 December at 12 noon.**

Interviews will take place on week commencing **05 December 2016.**

**Ossett Academy and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check.**

# J O B   D E S C R I P T I O N

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**POST TITLE:** Associate Teacher

**REPORTING TO:** SLT

**LOCATION:** OSSETT ACADEMY & SIXTH FORM

**GRADE:** Scale 5  
32.5 hours per week, Term Time Only + 5 INSET Days

## **Overall Purpose of the Post:**

To provide cover in lessons as and when required.

To utilise specialist skills for activities which enrich the learning and progress of students in subject areas e.g. subject intervention, work with small groups of students and 1 to 1 work with students.

Assist in specific departments with tasks as designated by the CTL e.g. creating learning resources and assessing students' work and giving feedback.

To participate in partnership working with other schools and academies.

To offer in lesson support to students as and when needed e.g. students who have access arrangements.

To uphold and promote the school's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

To promote the safety and wellbeing of students.

<u>KNOWLEDGE + SKILLS</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
	<p>Knowledge of relevant policies/codes of practise and legislation.</p> <p>Knowledge of the issues surrounding the safeguarding of children and commitment to child welfare and safety</p> <p>Knowledge of child protection procedures</p> <p>Understanding of the Curriculum and other basic learning programmes</p> <p>Awareness of statutory frameworks relating to teaching</p> <p>Excellent behaviour management skills</p> <p>Excellent communication and inter-personal skills with ability to adapt these skills to suit a wide range of students and colleagues</p> <p>Ability to use own initiative and work independently</p> <p>Ability to relate to students and parents in a sensitive manner</p> <p>Ability to lead, organise and motivate</p> <p>Ability to establish effective working relationships with colleagues and agencies</p> <p>Ability to demonstrate a flexible attitude towards team working and to be able to contribute to the effective working of a team</p> <p>Ability to manage a range of tasks efficiently and apply effective organisation skills</p> <p>Ability to remain calm under pressure</p> <p>Ability to operate effectively when liaising with different groups and colleagues at all levels</p> <p>Ability to use a range of ICT applications (e.g. Word, Excel, Outlook, SIMS)</p>	
<u>QUALIFICATIONS</u>	<p>Qualified to Degree Level in a specific subject specialism which fits with the curriculum needs of the academy.</p>	<p>HLTA qualification</p>
<u>EXPERIENCE</u>	<p>English and Maths to GCSE Grade C or above or equivalent</p> <p>Proven experience of working with young people in an educational environment</p> <p>Experience of leading work with small groups and/or one to one working with young people.</p> <p>Experience of handling conflicting situations and ability to have authority in classroom situations.</p>	



## **Responsibilities and Accountabilities**

- To provide cover for classes in the absence of teaching colleagues and create a purposeful and orderly environment in which students can learn.
- Direct and supervise students to complete the work set and complete records for absent teaching colleagues.
- Support in the planning and preparation for lessons at department level with teaching and CTL colleagues.
- To utilise specialist skills and knowledge for activities which enrich the learning and progress of students in subject areas e.g. subject intervention, work with small groups of students.
- Undertake dedicated and focussed 1 to 1 work with groups of students.
- Play a key role in supporting teaching colleagues to raise levels of achievement for all students.
- Provide in-lesson support of students who have specific needs, for example access arrangements.
- Support students in using resources, e.g. ICT
- Select and prepare learning resources necessary to lead learning activities, taking account of student's needs, language, and ability.
- Record progress and achievement in lessons and ensure feedback is provided, reporting any concerns arising to absent colleagues whom covering for.
- Feedback to Learning Leaders and CTLs as appropriate.
- To create learning resources for subjects in liaison with the allocated Curriculum Team Leader.
- Assist in departments with tasks as designated by the CTL e.g. creating learning resources for students and assessing students' work and giving feedback.
- To make use of and apply consistently the Academy's behaviour and rewards system.
- To accompany visits and field trips as required (by negotiation).
- To carry out lunch and/or break duties as determined by the staff rota.
- To attend meetings as and when required.
- Analyse data and report accordingly, contributing to the production of reports for parents

### **Partnership working**

- To participate in partnership working with other schools and academies as and when required.
- Build positive and constructive relationships with other Associate Teacher colleagues in the Academy and build a team working approach to the role.
- Establish effective working relationships and communicate in a timely manner with other agencies/professionals, colleagues, parents etc as required.

### **Other Responsibilities**

- The duties and responsibilities in this job description are indicative and may change over time.
- Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post; as directed by the line manager, SLT member or Principal
- The post enables the Academy to ensure quality cover and specialised in class support in addition to offering career progression and opportunity for individuals to develop a skill set to support a move on to teacher training.
- Commitment to continuous professional development and willingness to undertake required training and development opportunities to enhance role.
- To maintain confidentiality in all dealings with staff and students, safeguarding personal data where appropriate and preventing disclosure of confidential or sensitive information

## **Responsibility for Resources**

### **People**

No line management responsibility.

### **Finance**

No direct responsibility for budgets; however post holders should ensure all work is carried out within budget and cost effectively.

### **Physical Resources**

To prepare, maintain and use equipment / resources required for relevant learning activities within the Learning Support area.

**Characteristics of the post:** (e.g. non standard working arrangements and/or conditions, physical requirements such as lifting, mobility etc.)

The nature of the post may involve some ongoing physical effort for long periods e.g. standing or walking.

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with young people which through their circumstances or behaviour may occasionally place emotional demand on the post holder.

The post is designated as working Term Time Only plus 5 INSET Days. At the start of the academic year all staff receive notification of INSET dates. Post holders are required to attend all of these sessions and the replacement Twilight Sessions that are set in lieu of INSET days.

### **Employment checks required of this post:**

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Childcare Disqualification Declaration (where applicable)
- Two satisfactory references
- An Enhanced DBS Disclosure
- Confirmation of medical fitness for employment

**Date: February 2016**



# APPLICATION PROCESS

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Further details about the Academy can be found on our website via the link below:

**[www.ossettacademy.co.uk](http://www.ossettacademy.co.uk)**

Application forms can be found on the recruitment tab.

For further details regarding our vacancy or if you would like to arrange to look round the Academy please contact us on 01924 232820.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within four weeks of the closing date please assume your application has been unsuccessful.





# OSSETT ACADEMY

CREATING OPPORTUNITIES. ACHIEVING EXCELLENCE.

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